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Non-Federal
Awards

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APPENDIX C

NON-FEDERAL ORGANIZATION AWARDS

1. List of Non-Federal Organization Awards Available

Andrew H. Davison Award
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National Society of Professional Engineers' Federal Engineer of the Year
Nick Hodge Award
Roger W. Jones Award for Executive Leadership
Society of American Military Engineers (S.A.M.E.) Awards
Ten Outstanding Young Americans Awards Program
William A. Jump Memorial Award
William H. Kushnick Award
Women in Science and Engineering Award

2. Nominating Procedures

a. Andrew H. Davison

Sponsor

Keep America Beautiful, Inc.

Due Date

Must be postmarked by 15 October

Winners will be notified by mail before 1 December. The awards will be presented at the Keep America Beautiful Annual Awards Luncheon held in Washington in Dec.

Purpose

To recognize communities for outstanding public lands stewardship projects and/or programs directed toward the development of stewardship and a sense of citizen ownership of local, state and/or federal public lands and resources.

Eligibility

To be eligible, a community must:

- Participate in a Keep America Beautiful System Public Lands Day project and/or other program that brings together various community groups and resources.
- Demonstrate a community effort which exemplifies "Take Pride in America" goals.
- Generate awareness of the importance of public lands stewardship.

Entry is limited to grassroots and/or community-oriented activities conducted on Public Lands Day (Saturday after Labor Day) or at some other time during the year.

Background

This award, formerly the "Take Pride in America/Keep America Beautiful, Inc. Public Lands Day Award, has been re-named for Mr. Davison to honor his memory and contributions in establishing a nationwide program to preserve our natural and cultural heritage.

Mr. Davison had a long, distinguished career with the U.S. Army Corps of Engineers. At the time of his death in 1989, he was chief of the Recreation Section, Natural Resource Management Branch at Corps Headquarters in Washington, D. C.

Mr. Davison was instrumental in the development and implementation of Keep America Beautiful's Public Lands Stewardship Program, which grew, under his leadership, from 5 to 500 annual projects. He represented the Corps as the agency's Take Pride in America liaison and also contributed greatly to increased public lands stewardship activities at Corps facilities nationwide.

The campaign goals are to increase awareness about the importance of wise use of the public resources shared by all Americans, to encourage an attitude of stewardship and responsibility for those resources, and to promote grassroots participation by individuals, organizations and communities in caring for those resources.

Across the nation, many federal, state, local and private sector organizations and individuals are working together - making a difference - on behalf of our public resources. The Andrew H. Davison Award is an effort to recognize publicly the dedication and work by local communities for their public lands.

Memento

Plaques will be presented for First and Second places and for Distinguished Service.

Nomination Format

To enter:

- Complete the award application form which can be obtained from OR Natural Resources Management Branch. Packages received on an annual basis.
- Submit a summary statement, no more than two pages, single spaced, of your stewardship project or program. The statement should include:

- A detailed description of the project objectives and results.
- An explanation of why the particular site was chosen.
- Some statistics such as number of volunteers and age span, cash and/or in kind services, donations, percent of population informed and/or involved.
- A description of involvement of various groups or segments of the community.
- A description of how the project improved conditions and helped in establishing a national cleanliness ethic.
- A description of the publicity/media coverage received.
- Any plans for the project to be an annual observance.
- An explanation of how your efforts provided the opportunity to achieve results on the public land that otherwise might not have materialized.
- A description of recognition provided for participants.
- Suggested Supplementary Enclosures
 - Visual (photos, slides, films or videos, as appropriate)
 - No more than twenty pages (ten sheets) of documentation (press clippings, endorsements from local, state and/or national officials, invitations, any other promotional materials).
 - All materials must be placed in a notebook or securely fastened binder.

b. Arthur S. Fleming.

Sponsor

The Junior Chamber of Commerce of Washington, D. C.

Due Date

Due in CEMVD by 30 September

CEMVD will forward through HQUSACE by 31 October to reach HQDA by 30 November.

Purpose

To recognize outstanding men and women in the Executive Branch of the Federal Government or members of uniformed services. Ten separate awards are made:

Five to individuals in scientific or technical fields

Five to individuals in administrative or executive fields.

Memento

Engraved Plaque

In both categories, the nominees should be active participants in community activities.

Eligibility

Civilian employees or members of the uniformed services who have not reach their 40th birthday before the last day of the year for which a recommendation is submitted are eligible.

These individuals must have or will have a total of three years of Government service at the time of submission.

MACOM commanders may request a waiver of age eligibility criterion.

Individuals previously nominated but not selected for a Fleming Award may be renominated.

Criteria

Awards will be made principally for outstanding and meritorious achievements having current impact on Federal programs or operations and for participation in community service. Special emphasis will be given by the judges to the categories of Professional Achievement and Community Involvement. Winners will be chosen by a panel of distinguished, nationally prominent judges.

The following selection criteria will be considered in evaluating nominations:

Federal Employment History. A brief chronological review of the nominee's Federal employment indicating the number of years within each position and a brief description of the nominee's present duties and responsibilities, including the scope of his or her work.

Professional achievement. A description of specific accomplishments resulting in material improvement in service, a substantial financial savings, or significant social or technological progress for which the nominee is primarily responsible. Include in this section a description of the nominee's outstanding scientific or administrative abilities.

Community Involvement. A description of the community activities of the nominee outside of the professional sphere in which he or she has participated for the benefit of the community at large. Include in this section any civic, charitable, youth-oriented, or other volunteer projects in which the nominee has actively participated.

Awards and Publications. A list of any Government or professional awards received and a list of any professional publications germane to the nominee's career.

Citation. A citation of approximately 150 words describing the nominee's accomplishments. The following are examples"

- For his outstanding achievement as a research scientist
- For her exceptional dedication and leadership in implementing

Nomination Format

Nominations must be submitted in 21 copies on standard size paper.

All information submitted in the nomination will be type-written single-spaced with double spacing between paragraphs.

Each selection criteria discussed above should be discussed on separate sheets of paper on one side only and should carry as a heading the abbreviated title appearing at the beginning of each category.

The Arthur S. Flemming Awards Program furnishes the official nomination forms. Prior year official nomination forms or reproductions thereof also may be used.

c. Carnegie Hero Fund

Sponsor

The Carnegie Hero Fund Commission

Due Date

Within two years of the date of the rescue.

Purpose

To recognize outstanding acts of selfless heroism performed in the United States or Canada.

Eligibility

Persons not eligible for awards include:

- Members of the Armed Services.

- Persons whose duties require them to perform such acts.

- Young children

- Members of the same family, except where the rescuer loses life or is severely injured.

Criteria

Performance of a heroic act voluntarily risking his/her life in saving or attempting to save the life of another person, or voluntarily sacrificing himself or herself in a heroic manner for the benefit of others.

The rescue must be one in which no full measure of responsibility exists between the rescuer and the rescued.

The act must have been performed in the United States or Canada.

d. Excellence in Administration Award.

(This award is presented at the annual Partnership in Administration Conference usually held in the Spring.)

Sponsor

General Service Administration (GSA)

Due Date

Due in CEMVD by 30 August

CEMVD will forward through HQUSACE not later than 30 Sep to be received by HQDA no later than 30 October.

Memento

Engraved Plaque, a substantial cash award, and GSA's Excellence in Administration Award certificate.

Finalists will receive GSA's Certificate of Merit.

Purpose

To recognize outstanding achievements in administration by Federal managers.

Recognition of achievements is limited to the fields of supply, procurement, automated data processing, information management, traffic and travel management, telecommunications, building management, real estate, design and construction management, fleet management, general administrative management, and health and safety contributions to these areas.

Eligibility

DA may nominate up to three individuals who have demonstrated outstanding leadership resulting in effective administrative management improvements within the past two years. Previous nominees may be reconsidered with updates to include their latest achievements. Groups may not be nominated, although individuals who led groups may.

Nomination Format

Each nomination must include a narrative and a biography. The narrative should not exceed two pages and should include the name of the nominee at the top of each page.

The narrative must clearly indicate the following:

- The basis for the nomination must be a specific achievement within the past two years which significantly exceed normal expectations for the position occupied.
- The originality of the nominee's accomplishments.
- How measurable improvement in administrative systems, management systems, or both were achieved.
- The effect of the nominee's accomplishments on the individual unit, the agency, or the U. S. Government as a whole.
- Documented, tangible, public policy benefits, or dollar savings.
- The extent to which the improvements would have been impossible or significantly lessened without the nominee's involvement.
- The long term or lasting benefit of the nominee's accomplishments in the efficiency, effectiveness and economy of Governmental operations.

The biography should not exceed one page, and may cover up to a 10-year period. It must include a brief description of the nominee's assigned duties and responsibilities and should present a series of accomplishments that demonstrate the nominee's commitment to providing leadership in administration.

e. Federal Executive Association's (FEA) Annual Employee Award

Sponsor

Federal Executive Association

Due Date

17 May

Memento

Recognition as the Federal Employee of the Year

Purpose

To recognize Federal employees who excel in various categories

Eligibility

This District can nominate 3 individuals (each in different category)

(This is based on size of workforce)

Categories

Clerical/Administrative - Includes jobs which involve typing, filing, reception, secretarial, and other functions which primarily require knowledge of the procedures, record-keeping, and rules of the organization. Also includes professional or non-professional positions where the primary responsibility involves planning, budgeting, investigating, or other work involving the acquisition, utilization, or coordination of resources.

Technical/Trade & Services - Includes non-professional jobs which provide support to professional or other occupations where the employees must apply substantive knowledge of the occupation in which he/she is working. Also includes hourly rate jobs which primarily involve the manual use of tools and equipment and application of knowledge peculiar to a trade or craft.

Managerial/Supervisory - Includes salaried positions with line responsibility for a major program or activity generally requiring subordinate supervisors and/or work units to accomplish. Positions in this category are generally no lower than two levels below the head of the agency/activity. Also includes positions with primary responsibility for supervising the work of others.

Professional/Scientific - Includes all positions which customarily require a Bachelors or higher level degree and have primarily technical duties, not supervisory.

Criteria

The FEA Awards Committee will review all nominations to determine applicability and conformance with each of the following criteria:

Superior Performance - Accomplishments or sustained quality of performance which are within the nominee's job responsibilities but performed in a manner which is clearly beyond normal performance expectations.

Special Acts - Accomplishments that are outside the scope of the nominee's job responsibility but which contributed to the agency mission.

Creativity - Examples include but are not limited to new programs resulting from nominee's ingenuity, suggestions that were adopted, new ideas, professional publications or awards, and special tasks or projects for which the nominee was directly responsible, or unusually effective leadership or self-development.

Human Relations - Involvement in special programs such as EEO, Federal Women's Program, Hispanic Employment Program, FEW, etc.

Community Involvement - Involvement in community, such as PTA activities, public service, etc.

Nomination Format

Supervisors will submit their nominations to the Human Resources Office in original and one copy. The nominations should speak to the employee's superior performance, special acts or services, creativity, human relations and community involvement. In the event of multiple nominations for the same category, the Incentive Awards Committee will make the selection based on the justification submitted.

f. GEICO Public Service Award

Sponsor Government Employees Insurance Company (GEICO)

Due Date

30 April

Purpose

To publicly recognize four Federal employees for their special achievements and contributions to the public good. In addition, one retired Federal employee will be honored for a contribution made since retirement.

Eligibility

All career civil service employees and retired Federal employees.

Criteria

Nominees will be judged principally on the impact of their work related or nonwork related contributions and the extent to which they have served as an inspiration to others and brought credit to the Federal service.

One award will be made in each of the following areas:

- Fire Prevention and Safety
- Traffic Safety and Accident Prevention
- Physical Rehabilitation
- Substance Abuse Prevention and Treatment

A separate award will be presented to a retired Federal employee for outstanding achievement in any one of the categories.

Nomination Format

Each nomination will include the following:

- Name, title, grade, organization, and address, including zip code.
- Brief biographical sketch, to include education, employment history, and immediate family members.
- Description (not to exceed two pages) of the specific achievement or service which would qualify the employee for the award.
- Name and telephone number of individual to contact for further information.

g. John W. Macy, Jr. Award

(This award is presented by the Secretary of the Army concurrently with the William H. Kushnick Award)

Sponsor

Army Civilian Personnel Alumni Association

Due Date

Due in CEMVD by 30 November.

CEMVD will forward through HQUSACE by 30 December in order to be received by HQDA no later than 30 January.

Memento

DA Certificate and a memento provided by the Army Civilian Personnel Alumni Association.

Purpose

To recognize demonstrated excellence in the leadership of civilians by an Army military or civilian supervisor.

It exemplifies the highest traditions established by Mr. Macy during his long and distinguished career of public service and the Army's philosophy that leaders are responsible for civilian personnel management.

Mission accomplishment at every level of organized activity requires effective leadership. While the leader's qualities are often the focus of attention, the excellence of the team's mission performance, the growth of team members, and the esprit of the team are major indicators of leader effectiveness.

This recognition is intended to identify and recognize role models whose teams set the standard for other leaders of our soldier-civilian team.

Eligibility

All DA military and civilian leaders, colonel or GM-15 and below are eligible for this award.

Criteria

Eligible personnel will be nominated and considered in accordance with the following criteria:

Specific Contribution. A specific contribution for which the team led by the nominee is responsible and which resulted in material improvements in areas such as Army mission support, military-civilian teamwork, customer service, productivity, EEO accomplishments, and enhancement of the Army's reputation as an employer. The contribution must be one for which the nominee's team is responsible and which was accomplished because of the effective and caring leadership of the nominee. It must have culminated during the calendar year for which the award is given and must have demonstrated by specific examples how the nominee's interaction with the civilians on the team "got the job done."

Sustained Accomplishments. A record of accomplishments which reflect extraordinary leadership of civilian personnel over a sustained period of more than the calendar year of the specific contribution.

Nomination Format

Nominations will consist of the following:

A cover sheet containing the following:

Name of nominee

Position title and grade (rank)

Employing organization and location

Years of Federal service

Organization address (include zip code)

Work telephone number (include area code or DSN)

Education

Awards and recognition

Job progression in Army (descending order by service dates)

Major commander's indorsement (include signature, title, and date signed)

Description of contributions or accomplishments (not to exceed 1,000 words) as specified in the following:

- Outline of one or more specific contributions that culminated in the year for which the award is given and that clearly demonstrate excellence in leadership of Army civilians.
- Sustained career accomplishments which reflect extraordinary leadership of civilians over a period of more than the calendar year of the specific contribution.
- Description of the results achieved, specifically, material improvements in Army areas such as mission support, military-civilian teamwork, customer service, productivity, significant EEO accomplishments, and enhancement of Army's reputation as an employer.

A proposed citation highlighting the specific contribution not to exceed 100 words.

h. National Public Service Awards

Sponsor

The American Society for Public Administration and The National Academy of Public Administration

Due Date

Due in CEMVD by 31 July

CEMVD will be forwarded through HQUSACE not later than 30 August in order to be received by HQDA not later than 30 September.

Purpose

To recognize up to five public service practitioners who:

Currently work, or have spent the primary part of their careers working, in the public service.

Have made outstanding contributions on a sustained basis rather than having performed a single exceptional deed.

Have accomplished or caused to be accomplished significant programs or projects within their areas of responsibility to the ultimate benefit of the general public.

Eligibility

All levels of public service employees to include local, State and Federal Government, international and nonprofit organizations.

Awards will not be made by category.

Previous nominees may be renominated provided they meet the provisions of this award and their nominations are updated to include their latest achievements.

Nomination Format

Nominations must be typewritten and follow the following outline:

- Name, address, daytime telephone, title, and organization of the nominee, the nominator, and three references who can evaluate the nominee's recorded achievements.
- Certification statement such as "I certify that all the information provided in this nomination is accurate and correct to the best of my knowledge and belief, and is made in good faith," followed by the nominator's signature and date.
- Information on nominee (not to exceed five pages)

- Brief description of responsibilities.
- Statement of Achievement (why this person should be named a winner).

The following may be used as a guide in writing of the Statement of Achievement

Describe the political and institutional environment in which the nominee has worked. What problems were faced? What were the organizational complexities?

Highlight what was creative and innovative about the nominee's work. What did the nominee think needed to be done? What did the nominee accomplish? How were people and resources mobilized?

What has changed as a result of the nominee's work? What has been the impact on efficiency, effectiveness, the careers of others, and so forth?

Comment on the nominee's commitment to the public service and how his or her service exemplifies it. If there have been inspirational aspects, please discuss them.

- Nominee's biography (not to exceed four pages) summarizing positions held, educational background, civic and professional involvements, and other personal data.

Total nomination should not exceed ten pages.

i. National Society of Professional Engineers' Federal Engineer of the Year Award

Sponsor

Professional Engineers in Government practice division of the National Society of Professional Engineers (NSPE)

Due Date

Due in CEMVD by 15 November

CEMVD will forward nominations to HQUSACE by 15 December

Memento

Plaque

Purpose

To provide recognition for the accomplishment of engineers who serve in the Federal Government.

Eligibility

Nominees must be presently engaged in the practice of engineering as an employee of the Federal Government. They may be in either managerial or technical positions provided they qualify as engineers by education (accredited engineering degree) or by state engineering license (P.E. or Engineering Intern).

Engineers who will have retired within 12 months of the awards ceremony are eligible for nomination.

Any professional engineer in the Corps, either military or civilian, who during the last year (from 15 December of the past year to 15 December of the current year) has received one of the following is eligible to be nominated:

- An outstanding performance/Successful Level I rating
- A Highly Successful Rating, or Successful Level II rating
- An Honorary or monetary award recognizing excellence in engineering.

Criteria

Nominees will be considered and selected by a panel of judges established by the NSPE Professional Engineers in Government using the following criteria:

- 15 points - Registration
- 10 points - Education
- 15 points - Continuing Competence
- 10 points - Professional and/or Technical Society Activities
- 10 points - Awards or Honors
- 10 points - Civic and Humanitarian Activities
- 30 points - Engineering Achievements

Nominating Period

15 December of the past year to 15 December of the current year.

Nomination Format

Nominations will be submitted in the format provided by NPSE (by announcement) in an original and seven copies. The nomination will be accompanied by a cover letter from the nominating Division Commander stating which of the required ratings or awards the nominee has received in the last year.

j. Nick Hodge Award

A Professional Development Seminar, based on the winning paper, will be held each fall. The papers submitted will also be considered for publication in pertinent periodicals.

Sponsor

Department of Army

Due Date

Entrants should submit papers to HQUSACE by 30 July.

Papers which are endorsed by HQUSACE's Director of Human Resources will be forwarded to U.S. Total Army Personnel Command.

Memento

Certificate presented by the Assistant Secretary of the Army (Manpower and Reserve Affairs) or another high level official.

Purpose

To recognize DA personnel who author and submit papers on matters relating to civilian personnel administration and management that are judged professionally significant and of value to the Department of the Army.

Eligibility

Military personnel and civilian employees of the Department of the Army are eligible.

Criteria

Criteria to be used in judging the papers are cited below. The numbers in parentheses are the weights that the panels will use when evaluating the papers. The weights for the four criteria add up to a total of 100 points.

Originality. The paper should present new ideas or a combination of ideas in a unique way, or describe a problem and present a new solution to it, or describe a condition and present an unusual way of treating it, or develop a novel approach to civilian personnel management or administration. The paper should cite research conducted on the subject, if applicable, and document such research in footnotes and a bibliography. (35 points maximum)

Quality of Writing. Judging will be based primarily on content, or how well the idea of the paper is developed and documented by research. However, consideration will also be given to clarity of expression and proper use of language. (25 points maximum)

Scope. The paper should have broad coverage or application, affecting all organizations, programs, or the work force in a MACOM or the entire Department of the Army, if adopted. (20 points maximum)

Relevance and feasibility. The paper should be relevant to contemporary Army and Federal civilian personnel management and administration. It should be realistic or practical in terms of potential application or implementation. The paper must include what the author expects the Army to do concerning the idea in the paper. (20 points maximum)

Listed below are some areas of interest to DA in which submission of papers may be encouraged. This list is neither restrictive nor inclusive.

- Strengthening the Army's initiatives in the development of civilian members of the total Army.

- Improving the leadership of civilians.
- Improving customer service in civilian personnel offices.
- Reducing administrative costs of providing civilian personnel services.
- Enhancing the quality of work life for civilians.
- Revising or initiating systems, programs, and procedures to effect increased quantity or improved quality and timeliness of products or services relating to such aspects of civilian personnel administration and management as the following:
 - Recruitment and promotions
 - Position and pay management
 - Career planning
 - Performance management
 - Managerial and supervisory development
 - Employee motivation and recognition
 - Handling complaints and grievances
 - Labor relations
 - Mobilization planning and preparedness
 - Family member assistance
- Presenting a more effective organizational structure for accomplishing the mission and objectives assigned to the civilian personnel office.
- Strengthening the Total Army team by melding the military and civilian personnel systems where feasible.

Nomination Format

Papers will be submitted in an original and eight copies with a separate cover page.

The cover page will include the title of the paper, the author's full name and title (Mr. Ms., Miss, Mrs., or rank, if military), the complete organizational address (including office symbol and zip code), and the telephone numbers.

The title of the paper must appear again on the first page of the text.

The paper should be typed double-spaced with each page numbered. A suggested, not prescribed, length is 2500 to 3000 words.

A summary of the contents of the paper (100 words or less) should be submitted by the author to assist in preparing papers selected for publication in appropriate periodicals.

k. Roger W. Jones Award for Executive Leadership

Sponsor

The American University

Due Date

Due in CEMVD by 31 July

CEMVD will forward nominations through HQUSACE by 31 August to reach HQDA not later than 30 September

Purpose

To recognize two career executives of the Federal Government.

Eligibility

Career Executives are eligible. There is no limit to the number of nominations that may be submitted.

Criteria

Selection is made on the basis of demonstrated:

Superior leadership that resulted in outstanding organizational achievements.

Strong commitment to the effective continuity of government by successfully bringing about the development of managers and executives.

Nomination Format

Nominations will include the following:

A brief biographical sketch, including employment background.

A description of the nominee's superior leadership that resulted in outstanding organizational achievement. This description should make clear the nature and significance of the organizational achievement and the career executive's specific role.

A description of the nominee's strong commitment to effective continuity of government, evidenced by success in bringing about the development of managers and executives. This description should include information about specific actions taken by the nominee and the results obtained.

An original and five copies of DA Form 1256.

I. Society of American Military Engineers Awards (S.A.M.E.)

Sponsor

S.A.M.E.

Types of Awards

The following is information on the various types of awards available. For specific information regarding nomination procedures, you should contact the Human Resources Office.

Engineer Achievement Awards

Technology Advancement Medal

Submission date - 15 February

Criteria - Significant contribution toward the advancement of existing engineering technology.

Memento Silver technology advancement medal

Eligibility S.A.M.E. member of at least one year preceding nomination deadline.

George W. Goethals Medal

Submission date - 15 February

Criteria - Eminent and notable contribution in engineering, particularly in design, construction, and methods

Memento - Silver Goethals Medal

Eligibility - Engineers in civil or military practice (SAME membership not required)

Ralph A. Tudor Medal

Submission date - 15 February

Criteria - Outstanding contributions to engineering design, construction, research, development, or planning.

Memento - Silver Tudor Medal

Eligibility - Civilian members of SAME who have not passed 36th birthday in year for which nominated.

Sverdrup Medal

Submission date - 15 February

Criteria - Outstanding engineering contribution, or similar achievement of significance to The Society, the military service, or the Nation.

Memento - Silver Sverdrup Medal

Eligibility - Active duty Military Engineer members of SAME who have not passed 36th birthday in year for which nominated.

Toulmin Medals

Submission date - Society selects in February

Criteria - Best two articles published in The Military Engineer for the year. One of the authors must be a young person under the age of 30. Current criteria may be obtained from the Editor.

Memento - Silver Toulmin Medal

Gold Eagle Clasp

Eligibility - Authors of articles in The Military Engineer.

Army Awards

Wheeler Medal

Submission date - 1 February

Criteria - Outstanding contribution to military engineering through achievement in design, construction, administration, research, or development culminating in the year for which nominated.

Memento - Silver Wheeler Medal

Eligibility - Military or civilian member of Army, active, inactive, or retired.

Sturgis Medal

Submission date - 1 February

Criteria - Outstanding contributions to military troop construction and/or base maintenance by demonstrated technical and leadership ability.

Memento - Silver Sturgis Medal

Eligibility - Active duty enlisted member of Army in following career fields:

Combat Engineering; Construction and Utilities; Power Production; Heavy Equipment and Maintenance; Drafting
Surveying; Printing; Special Electrical Devices; Instrument Repairman; and Reproduction Repairman.

m. Ten Outstanding Young Americans Awards Program

Sponsor

U.S. Junior Chamber of Commerce

(Awarded annually at the Ten Outstanding Young Americans Awards Congress)

Due Date

Due in CEMVD by 31 March

CEMVD will forward through HQUSACE not later than 30 April to reach HQDA by 31 May.

Memento

Certificate and small silver trophy mounted on a solid base, with two vertical hands, symbolizing "youth reaching upward to the hands of guidance."

Purpose

To focus public attention on the accomplishments of the Nation's Young men and women and to illustrate the opportunities for young men and women in a free society through the free enterprise system.

Eligibility

Men or women between the ages of 21 and 39, in any field of endeavor, are eligible for consideration if they do not reach age 40 before 1 January of the award year and are native born or naturalized citizens of the United States, or have applied for citizenship before 1 January of the award year.

Criteria

A nominee is selected because he or she has made an exceptional contribution or achievement that is of considerable importance to his or her chosen field or fields, to the state, or the Nation.

Nomination Format

Nominations will be prepared on a special form which can be obtained from the U.S. Junior Chamber of Commerce, Box 7, Tulsa, OK 74101-0007, and Commander, PERSCOM, ATTN TAPC-PDA, Alexandria, VA 22332-0471.

All information on the nomination form is to be completed, to include the nominee's signature on page 5 which attests to the facts shown, gives permission to publish them, and indicates his or her willingness to attend the Awards Congress, if selected.

The nomination form also provides a space for the signature of the nominator. This space will be left blank. If selected, an appropriate official at Headquarters, DA, will sign it and send the nomination to the U.S. Junior Chamber of Commerce.

o. William A. Jump Memorial Award

Sponsor

The William A. Jump Memorial Foundation.

Due Date

Due in CEMVD by 31 October

CEMVD will forward through HQUSACE by 31 November to reach HQDA by 30 December

Purpose

To recognize one Federal Government employee (civilian or military) for:

Outstanding service in the field of public administration.

Notable contributions to the efficiency and quality of the public service in this field.

Eligibility

Any Federal employee who meets all the following criteria is eligible for consideration for this award:

Under 37 years of age within the calendar year during which the nomination is submitted (MACOM commanders may request a waiver of the age eligibility criterion.)

Performance over a considerable period of time (no less than 5 years) in either a line or staff position.

Demonstration of the following:

- Unusual competence and interest in any area of public administration.
- Leadership shown in the direction or development of programs.

- Creativity and resourcefulness.
- Close adherence to the basic principles of enlightened public service.
- Integrity.
- Dedication to duty.

Criteria

For the purpose of this award the term "work" refers to either line or staff activity and the term "public administration" covers all aspects of executive-administrative direction, supervision and development or operation of Federal activities.

The term does not include achievements specifically of a scientific or technological nature or of attorneys in the practice of their legal profession. However, persons engaged in such specialized professional fields of work may be eligible for consideration. Their eligibility must be based on performance that involves general program and policy administration or organizational planning and executive or supervisory responsibility of sufficient administrative importance to warrant special recognition.

Public administration includes personnel administration, budget and financial administration, administrative analysis, all management and administrative planning activities, and the executive planning and direction of programs.

Nomination Format

Nominations will be typed single-spaced with a double space between new subject paragraphs. Paragraphs will be numbered in sequence and titles will correspond with the following:

Name, title, grade, phone numbers and salary
Department and major command
Date of birth
Home address (and legal voting address, if different)
Educational background and awards or commendations received

Brief description of nominee's present duties and responsibilities (including the scope of his or her work), the size and nature of staff directly supervised by the nominee.

Brief chronological outline of past employment, indicating grade and scope of duties and responsibilities.

Brief statement with two or three examples of specific accomplishments and contributions together with comments which illustrate each of the eligibility criteria, such as unusual competence and interest, leadership qualities, creativity and resourcefulness, adherence to basic principles of enlightened public service, integrity, and dedication to duty. Community service may also be addressed.

Citation of approximately 100 words.

Exhibit materials, such as copies of publications, may be attached but all the basic information requested above should be included in the nomination itself.

Only one complete set of exhibits need be submitted.

p. William H. Kushnick Award

This award is presented by the Secretary of the Army at a Pentagon Ceremony usually held in May.

Sponsor

The William H. Kushnick Award was established in 1968 by a group of prominent citizens who had served on the staff of the Secretary of War during World War II.

It is now sponsored by the Army Civilian Personnel Alumni Association , an organization of former and current Army civilian personnelists.

Due Date

Due in CEMVD by 1 November

CEMVD will forward nominations to reach HQUSACE not later than 1 December and HQDA not later than 30 January

Memento

A certificate and an appropriate memento.

Purpose

To recognize the most outstanding singular achievement of an Army employee in civilian personnel administration, and to encourage greater achievement among all employees in that career field.

Eligibility

All civilian employees engaged in civilian personnel administration in Department of Army are eligible.

Criteria

Eligible personnel will be nominated and considered in accordance with the following criteria:

Specific Contribution. A specific contribution in the broad field of Civilian Personnel Administration, for which the nominee is personally responsible, and which resulted in material improvement in service, substantial financial savings or significant social or technological progress. The contributions must have culminated during the calendar year for which the award is given.

Career Accomplishments. A record reflecting highly effective personal career development, executive or technical ability, exemplary performance, and demonstrated potential for higher level work. These accomplishments should not be limited to the specific contribution for which the individual is nominated.

Nominating Period

Calendar Year

Nomination Format

Nominations will be submitted in an original and eight copies and will consist of the following

A cover sheet containing:

Name of nominee

Position title and grade

Employing organization and location

Years of Federal service

Organization address (include zip code)

Work telephone number (include area code or DSN)

Education

Awards and Recognition

Job progression in Army (descending order by service dates)

MACOM and Div Commanders' endorsement (prepared by appropriate Commands)

District Commander's personal endorsement.

Description of contributions or accomplishments (not to exceed 1,000 words) as specified in the following

- Outline of one or more specific contributions that culminated in the year for which the award is given and that is or are clearly above normal job performance requirements.
- Relationship to Army's major objectives.

A proposed citation highlighting the specific contributions not to exceed 100 words.

Other Comments (such as significant accomplishments in previous years.

DAForm 1256

q. Women in Science and Engineering (WISE) Award.

Sponsor

Women in Science and Engineering, Inc.

Due Date

1 December

Memento

Plaque and an honorary citation.

Each year the award is presented at the annual awards luncheon held during the WISE National Training conference in the presence of all attendants, guests, and the media.

Purpose

To recognize a specific or special scientific or technical contribution by a woman scientist in the Federal service, and

To recognize a specific contribution made by a woman scientist in the Federal service in promoting the entry of girls and/or the advancement of women in science.

Eligibility

All women scientists who are employed by the Federal Government in either a civilian or non-civilian status.

Criteria

Candidates must meet both criterion that pertain to scientific achievement and criteria that pertain to opportunities for girls or women in science.

Factors to be included in evaluating the nominations include, but are not limited to, the following:

- A scientific achievement which has led to a significant advancement in the state of the art in a particular field.
- An invention, patent, or design of equipment which has significantly enhanced a field of work or opened up new fields.
- An exceptionally innovative and/or creative research paper or project which has either significantly improved or led to a new field of research, or the results of which are considered by that discipline as having made a major breakthrough in relation to that particular field or science, and
- Demonstrated commitment to encouraging the entry of girls and/or the advancement of women in science or engineering.

Nominating Format

Nomination forms will be made available each year by the Human Resources Office.

If any of the required information is omitted from the nomination package(s), it could result in decreasing or eliminating the nominee's chance of being selected as award winner.

For Example, WISE advises that one common omission is reference to what the nominee has done to either encourage young girls to pursue science or engineering careers or to enhance employment, promotional or developmental opportunities for women in their field. These criterion alone is given approximately 25 percent of the total weight in selecting the winners.